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8 MAR 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 8 March 1974:

25X1 a. Department of Agriculture Payroll System.  
Messrs. [ ] are completing their review of the documentation for the optically scanned time and attendance reporting system of the Agriculture National Finance Center which they obtained on their recent visit to that Center in New Orleans. Agriculture uses this system for the processing of approximately 110,000 biweekly time and attendance reports. This system provides both time and attendance reporting for pay and leave purposes and elaborate cost accounting data for employees' time devoted to specific projects or functions. Data input is from hand printed documents that are simultaneously optically scanned and verified against the centralized payroll master file. We plan, in conjunction with OJCS, to review the feasibility of optical scanning in lieu of our present keypunch of time and attendance reports.

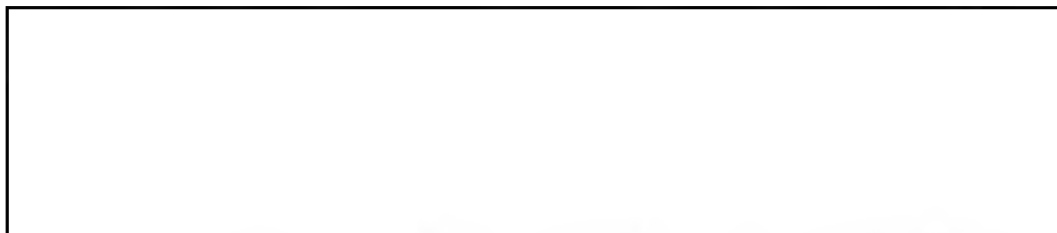
b. Comp Time. Three experienced Finance Officers have been detailed to Compensation and Tax Division to begin calculating payments for unused compensatory time accumulated prior to implementation of a special overtime policy effective 12 January 1969 for Saigon and 28 June 1970 for Vientiane.

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d. Post Allowance Changes. The continuing international monetary fluctuations and resultant changes in overseas allowances resulted in our processing of approximately 200 changes in post allowances paid in the biweekly system. These adjustments must be manually computed prior to being input to the automated system.

e. CIARDS.

(1) We sent a memorandum to the Deputy Legislative Counsel, with copies to the DD/M&S, Comptroller, and Director of Personnel, showing approximations of the amounts which would be included in the Agency budget estimates for CIARDS for FY 1976 should the Agency determine to request an appropriation patterned after the specific legislation which is already applicable for the Foreign Service and for the Civil Service Retirement funds. We also provided a comparative analysis of the projected status of the Fund through 1980 without appropriations compared with status with appropriations of varying amounts commencing in FY-76 so that Agency management could better determine the appropriate level at which appropriations should commence.

(2) We provided [ ] with a memorandum detailing the background for three categories of employees who became CIARDS participants prior to 1 January 1971 for whom the Agency did not receive a transfer from the Civil Service Commission of matching employer contributions in an aggregate amount of \$1.6 million, exclusive of interest. Mr. [ ] has agreed to discuss this matter with an appropriate Civil Service Commission official.

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f. VIP.

(1) We provided [ ] Chairman of the Board of Trustees, VIP, with US Information Returns (Form 1099R), covering 145 members who separated from the Agency during 1973 and made a full withdrawal from VIP, for his review and release to the Internal Revenue Service.

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(2) Statistics of interest concerning such withdrawals follow:

(a) Gross amount of distributions \$140,648

(b) Capital Gain (19 individuals) 725

(c) Ordinary Income (1 individual) 37

(d) Employee Contributions 156,134

(e) Not shown on the Forms 1099R is the decrease in value suffered by 125 individuals in the amount of \$16,248.

(3) During 1973, an additional 142 employees who separated elected to defer withdrawal of their VIP equity.

(4) During 1973, 168 members made partial withdrawals in the amount of \$166,000.

2. Next week Messrs. [ ] will meet with [ ] Chief/EA Support, to coordinate on some of the procedural routines to be followed for the payment of certain unused compensatory time balances. The discussions will cover the matter of documentation for tax purposes and form of notification in the case of payments to retirees and to survivors of deceased employees.

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Thomas B. Tate  
Director of Finance

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